

The Massachusetts General Hospital

OFFICE OF THE TREASURER

45 Milk Street

Boston, Massachusetts, 02109

HU 2-4627

To Whom It May Concern:

We call your attention to the following excerpt taken from Dr. Knowles' Staff Letter dated November 5, 1964:

" Every gift and bequest that comes to the Hospital is processed at the Treasurer's Office, 45 Milk Street, Boston 02109. The complete files are kept at that office and acknowledgements are invariably sent out from there.

It is a policy of the Hospital that all such contributions be acknowledged on the day of receipt. Too frequently gifts coming through doctors' offices are withheld for a letter of thanks by the doctor. Such acknowledgements are surely a courtesy, but not a necessity, and do not qualify as a receipt for Federal income tax purposes.

You are earnestly requested, when such gifts come in, to take such notes as you may need, but forward the check and the correspondence (including the envelope) to the Milk Street office at once.

This is of particular importance on memorial gifts, where a delayed acknowledgement is an inexcusable unkindness to both the bereaved and their friends. A delayed acknowledgement for any type of gift is the poorest form of public relations."

George S. Weld
Assistant Treasurer

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

August 15, 1968

To: Miss H. Sherwin, Science Coordinator
From: Mrs. L. Fleming, Nutrition Instructor
Re: Participation in the School of Nursing for the Dietetic Intern

As in the past the School of Nursing is cooperating with the Dietary Department in planning an opportunity for dietetic interns to participate in the teaching of student nurses in accordance with the recommendation of The American Dietetic Association.

The time allotted for this experience covers a four-week period for each intern, with an estimated five-hour total of participation. The time involved for the instructor is estimated to be four hours given to each intern or a total of one hundred hours for the entire twenty-five interns.

The material the interns will be presenting will cover topics in Normal, Modified, and Maternal Nutrition.

The following activities are planned for the interns:

1. September twenty-fourth there will be an orientation session at which the director of the School will provide an overview to the nursing curriculum and the philosophy and goals of the School. The Nutrition instructor will give the objectives of the Nutrition course and will spend a short time on the mechanics of the participation. All interns will partake in this session.
2. Each intern will observe classes in the School of Nursing as time permits. It is hoped that this observation will be in two or three different classes, at least one of which will be other than Nutrition.
3. Each intern will have the opportunity to participate in the presentation of one-half hour of a Nutrition class. She will present the same material to two groups. The teaching assignment will include:
 - a. Preparation of lesson plans, including activities, visual aids, quiz questions, examination questions, and student assignments.

- b. Readings to become familiar with the textbooks used in the School, principles of learning, and teaching in a school of nursing.
- 4. Individual evaluation, self- and with instructor, and a group evaluation of the over-all experience will be made.

It is hoped that this participation will effect even closer ties between nurses and dietitians and hopefully interest some dietitians in becoming Nutrition instructors in schools of nursing.

Copy to Miss Hatch
Miss Galbraith
Miss Brady

LF:MKV
8/15/68

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

TO: Junior and Senior Students, School of Nursing

FROM: Natalie Petzold, Director

DATE: February 20, 1969

Yesterday I received a letter which, though written in the first person, listed the names of approximately 50% of the Junior Class and 50% of the Senior Class. It was concerned with the School's requirement that students sign in a central location indicating return after an absence, and the fact that failure to sign in, or failure to be cleared through the Health Clinic (or E.W.) sometime on the day of return means that an unexcused leave of absence day will be recorded (so-called Blue Book days).

The letter, though it contained many distortions, nevertheless expresses frustration with, as well as some lack of understanding of, a requirement of the faculty. The purpose of this memorandum to you is not to attempt to speak to some of the specific misinterpretations in the letter, but rather to state again some things which I did say at a meeting of the Senior Class, which may or not have been accurately reported to the Junior Class.

First of all, speaking for the faculty, I stated that we too wished to make some changes in the current practice which we also feel is no longer as pertinent as formerly. The Curriculum Committee re-evaluated the policy in 1966-67, when it recommended rather widespread changes in attendance policies. However the Committee at that time voted to retain the policy for unexcused absence days (including "Blue Book" days). This year I asked the Executive Committee to re-evaluate the policy. This was done and proposals for changes in the policy are almost completed by the Executive Committee for faculty approval. Though some details still need to be worked out and final approval of the faculty has not been obtained, I feel that I can with a degree of assurance state (as I did at the Senior Class meeting) that the policy will be changed effective September 1969. This will affect present Juniors and Freshmen.

It was voted by the Executive Committee on December 16, 1968, that, though we shall still ask students to sign in to facilitate communications, students failing to do so will not be asked to make up the "leave of absence" at the end of the program. It was agreed that, as soon as possible after a failure to sign in, a student would be asked to contribute a few hours to some necessary and worthwhile activity or task of the faculty or the School program. A list of reasonable and worthwhile activities has been drawn up and is being reviewed so that it does not interfere with grant-in-aid activities. Our interest continues to be not a punitive one, but rather an expectation that students will share in the responsibility of communicating their attendance and whereabouts. Although most places of employment have some system relating to this matter, it is also a matter of courtesy and consideration for others by assuming the responsibility for keeping others appropriately informed, and by minimizing the "red tape" and unnecessary expense which other systems might involve.

So to the Juniors I will repeat: as soon as the final details of the policy change have been worked out and approved (before the end of the school year) you will be notified, and we shall discuss the new policy with you and the Freshmen. I regret that the fact the policy is already being revised was not made clear to you when you were asked to sign the letter (or perhaps you did realize this and wanted to have your name signed anyway----?)

Secondly, a few points of clarification for the Seniors. The policy was revised for this year to allow the unexcused L.O.A. days (Blue Book days or failure to be cleared through Health Clinic) to be made up prior to graduation during the week of graduation. No student is being asked to make up a day unless there has been more than one instance of an unexcused absence (Blue Book day, etc.), only one day is to be made up for each instance, not a cumulative number of days corresponding to the proper sign-in date and the actual sign-in date.

Currently there are only 12 Seniors who have such L.O.A. days to be made up. I shall be glad to talk with them about their concerns as to how the policy affects them.

NP:BF

March 18, 1969

MEMORANDUM

TO: Dr. Neumann

FROM: Natalie Petzold

In answer to your question concerning the ability of the New England Deaconess Hospital to attract students into its school of nursing when their tuition costs are above average:

- 1) they have a full time recruiter for the school of nursing who travels throughout New England to recruit and interview prospective applicants. Many applicants come from church related groups for which the New England Deaconess has special appeal.
- 2) of the total tuition, \$1,100.00 is for courses taken at Northeastern University for which the students receive 28 credits. (Biological, physical, and social sciences.) This is payable to Northeastern and not to the New England Deaconess. Northeastern has maintained the contract with the Deaconess for several years, after discontinuing our Alternate Program arrangement. (However, there is some question about how much longer this arrangement will be maintained.) At any rate the sciences purchased at the University accounts for the larger tuition fees; and an active recruitment program helps to "sell" the school to applicants.

NP:BF

Natalie Petzold, R.N.
Director of the School of Nursing

October 30, 1969

MEMORANDUM

TO: Nursing III Faculty, via Mrs. Dorothy McMahon, Chairman

FROM: Natalie Petzold

I was somewhat puzzled to read in the Nursing III minutes of October 21, (page 2, item II) of the discussion of "early" graduation.

Since the Executive Committee did discuss, last School year, the matter of course exemptions (or exemption from a part of the course or certain experiences) in the third year program, I requested that questions about this be discussed first with both Miss Brady and Miss Hardeman; they are both able to interpret the Executive Committee's discussion and the School policy.

The members of the Executive Committee are of course well aware of points 1, 2, 3, and 4, listed under item II A on page 2 of your minutes and did discuss them. I believe that Miss Brady and Miss Hardeman can clarify our position for you. We do not approve granting "blanket" exemptions, nor does the School policy state that.

It is possible that I am being overly concerned that there has been a failure in communication, but I did want to be sure that you had discussed the matter with the Coordinators mentioned above before referring this matter to the Executive Committee. Miss Hardeman did raise the question of course exemptions ("time allowance") several weeks ago on October 6 at a meeting of the Executive Committee, for policy clarification, and said that she would ask to have the matter placed on the agenda of the Executive Committee at a future date. It is for this reason that I asked you to check with both Miss Hardeman and Miss Brady. To date I have not been requested to place this matter on the Executive Committee agenda.

Natalie Petzold, R.N.
Director of the School of Nursing

NP:BF

c.c. Miss Brady
Miss Hardeman

July 30, 1969

MEMORANDUM

TO: Mrs. Hibbard

FROM: Miss Petzold

I understand that there has been some confusion about whether or not students employed by Nursing Service during student vacation periods must pay for room and board.

The answer (as I am sure you realize) is, Yes, room and board must be paid for. This is clearly spelled out in the Nursing Service policies for employment. The point is that the salary which the students receive is based on the fact that they, as any other employees, will have living expenses for which they will be responsible. Therefore they are paid at a rate in keeping with other employees. If they did not have to pay for room and board, and all other employees did, then the students in fact would be earning more money than the regular employees.

I have enclosed a copy of the nursing service policies.

Enc.

NP:DF

Natalie Petzold, R.N.
Director of the School of Nursing

c.c. A. Brady
K. Hardeman
H. Sherwin

November 18, 1970

Charles L. Clay, M. D.
186 Auburn St.
Newton, Mass. 02166

Dear Dr. Clay:

I just recently heard of the service which you performed in providing a tour of the Hospital for a group of people who had come for the School of Nursing Open House. We were chagrined to learn that notice of the change in date of our Open House had not reached a few people; and we are very grateful to you for helping in such a kind way.

We did have a very well attended Open House on Saturday, November 14, with approximately 180 interested High School students and some members of their families.

Once again, our thanks to you.

Sincerely yours,

Natalie Petzold, R.N.
Director of the School of Nursing

NP:BF

MEMORANDUM

TO: Mrs. Joan Jones, Chairman, Nursing I
FROM: Natalie Petzold, Director of the School of Nursing
DATE: November 19, 1970

Joan:

I would like to appeal to the Nursing I Instructors for their help in seeing that students leave the units in sufficient time to get to class on time at 1:00 p.m. on Tuesdays and Thursdays.

I'm well aware of all the factors that can cause students to be late in leaving the units; and as a Nursing Instructor for many years I'm sympathetic. I'm also aware of the scheduling problems - we have always encountered difficulties with tardiness in classes scheduled after nursing clinical experiences, when patient care assignments need to be completed and interruptions have caused delays, etc. But increasingly in the last three weeks student tardiness has become a problem, and I am asking for help before it gets out of hand.

Perhaps actually the students are getting off the units on time (or only 5-10 minutes late) but are taking a long lunch hour; if so, I'll be interested to know that.

However, last week and this week several (4 or 5) were tardy by 15 minutes to 30 minutes. I have only 10 class periods of 50 minutes each, so that this is a big loss. We all share in the problems of extra assignments and make-up work for absent students but it adds to the problem when so many tardy students also need extra make-up work, etc.

This is perhaps mainly a problem for the students and me to resolve, but I would appreciate any assistance of the faculty in seeing that students leave the units within a reasonable time.

NP:BF

MEMORANDUM

TO: Mrs. Joan Jones, Chairman, Nursing I
FROM: Natalie Petsoff, Director of the School of Nursing
DATE: November 19, 1970
SUBJECT: Nursing I

I would like to appeal to the Nursing I instructors for their help in seeing that students have the units in sufficient time to get to class on time at 1:00 p.m. on Thursdays and Fridays.

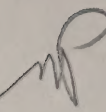
I'm well aware of all the factors that can cause students to be late in leaving the unit; and as a Nursing Instructor for many years I'm sympathetic. I'm also aware of the scheduling problems - we have always encountered difficulties with tardiness in classes scheduled after nursing clinical experiences, when patients care assignments need to be completed and interruptions have caused delays, etc. But increasingly in the last three weeks tardiness has become a problem, and I am asking for help before it gets out of hand.

Perhaps actually the students are getting off the unit on time (or only 5-10 minutes late) but are taking a long lunch hour; if so, I'll be interested to know that.

However, last week and this week several (5 or 6) were tardy by 15 minutes to 30 minutes. I have only 10 class periods of 50 minutes each, so that this is a big loss. We all share in the problems of extra assignments and make-up work for absent students but it adds to the problem when so many tardy students also need extra make-up work, etc.

This is perhaps mainly a problem for the students and not to resolve, but I would appreciate any assistance of the faculty in seeing that students have the units within a reasonable time.

NP:JP



MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Dear Students:

There is some uncertainty and concern about whether staff in sufficient numbers will be able to get in to the hospital without delay on Monday, October 1, 1979. For this reason I have notified the Nursing Department that our Monday classes have been rescheduled and that some of you might be available and might like to work on that day if there is a need.

The Nursing Department will notify, on Monday, October 1, the women on duty at 20 Charles Street desk (Mrs. Terry and Mrs. Donald) of an appeal for students who might be available to work. If you have not already made other plans and would like to work if needed, please check with Mrs. Terry (before 7:30 a.m., Monday) and/or Mrs. Donald (after 7:30 a.m.) to determine the need.

We remember how you helped to "save the day" during the "Storm of '78," and the gratification that some of you experienced by working in the hospital; we thought you would want to know about the situation on Monday, October 1, and, if available, would want to help care for the patients.

NP:BF
9/26/79

Natalie Petzold, R.N.
Director of the School of Nursing

(visit of the Pope to Boston)

To Natalie, otherwise identified as

1D14

From Helen

11/9
I want to
From 1966-1981 a masterly skipper has piloted this craft, and someone(s) are going to write about the voyage and the skipper.

In our classification I can refer to

1D14-74 (Portrait, 1981)--is that the right date?

and there is a small packet of

1D14-12 (Correspondence), not otherwise itemized
1966-1969 (I Think those are the right dates.)

We also have 1GD Annual Reports of the Director (Superintendent) of the School for various years.

Do you happen to have ~~for~~ something for 1D14-73 (photographs)?
or 1D14-15? (speeches, addresses, reprints) that you'd like to send up here?

Please do have a look at the attached Form Class, still, alas, tentative. Are there items here I should list, merely list, not itemize (this isn't a card catalog as in a library)

I have no wish to intrude on your privacy, Natalie. I'm so glad that we are to have a copy of your address at the Centennial, which is so highly significant, one of many milestones to the Institute. But your professional activities have been so multiple and your contributions so generous, though always quiet, that in justice to the School and to you I'd like to have a little more identified even if at the moment it is regarded as "closed"--that is, unavailable. for some years as you might specify.

Thursday, December 3, 1981

Miss Petzold

Miss Fitch

Your questions July 17, 1967

I. As of Friday, June 14 there were to be next year

121 Freshmen

113 girls + 4 re-entering girls (117)

4 boys

115 Juniors

102 Seniors

II. Blue Cross-Blue Shield will be \$105.72 per year (\$8.81 per month).

III. Uniform charge on entrance: Jacket will stay the same at \$18.75.
Bibs are up \$2.00 from \$12 to \$14.00

\$32.75 unless figure
is rounded off
(as in past) to
\$32.00 or \$33.00

IV. Book fees for entering Freshmen will be \$87.37
for Juniors \$19.57

(See attached sheet where I have corrected Miss Gibbons' original figures in light of \$3.00 per student in stead of \$3.75 for AJN, as given her by Miss Sherwin, and in light of Junior Class renewing their subscriptions, which Miss Gibbons did not know about).

V. Invested Funds: Mr. Weld's estimate of income:

William C. and Jessie B. Cox Scholarship \$7,500.00

School of Nursing Memorial Scholarship \$1,245.00

Nancy Fraser Scholarship \$235.00

VI. Graduates in the Walcott House residence:

Maximum number of days allowed to stay = 60

Maximum number of graduates (incl. L.P.N.'s) = 42 (Nov.)

Minimum number of " " " " " - 13 (June)

Miss Petsoib

Miss Fitch

Your questions

July 17, 1967

I. As of Friday, July 14 there were to be next year

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113 girls + 8 re-entering girls (117)
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for Juniors \$19.57

(See attached sheet where I have corrected Miss Gibbons original figures
in light of \$3.00 per student in stead of \$3.75 for A.M. as given her by
Miss Sherwin, and in light of Junior Class retaining their subscriptions,
which Miss Gibbons did not know about).

V. Invested Funds: Mr. Weid's estimate of income:

William C. and Jessie B. Cox Scholarship \$7,500.00
School of Nursing Memorial Scholarship \$1,215.00
Nancy Fraser Scholarship \$235.00

VI. Graduates in the Welcott House residence:

Maximum number of days allowed to stay = 60
Maximum number of graduates (incl. L.A.'s) = 12 (Nov.)
Minimum number of " " " " - 13 (June)

